

Attachment 4.

### **CHECKLIST FOR MINOR SUBDIVISION PRELIMINARY PLAN**

This checklist is furnished by the Planning Board to assist in the application for Preliminary Approval of Minor Subdivisions. It does not relieve the applicant of the responsibility to review and comply with all applicable regulations in the Tiverton Town Code.

Twenty (20) copies of all items

Preliminary plans, stamped and signed by a professional surveyor registered in the State of Rhode Island, of the subject parcel showing the following information:

1. \_\_\_\_ A general location map showing the relationship of the parcel to the area within a half mile radius
2. \_\_\_\_ Name of the proposed subdivision
3. \_\_\_\_ Name and address of property owner and applicant
4. \_\_\_\_ Name, address and telephone number of engineer and/or land surveyor
5. \_\_\_\_ Date of plan preparation, with revision date(s)
6. \_\_\_\_ True north arrow, and graphic scale (minimum of 1 inch = 100 feet, or as otherwise required) on 22-inch by 32-inch sheet(s)
7. \_\_\_\_ Assessors Map/Plat, Block, and Card/Lot number(s) of the land being subdivided
8. \_\_\_\_ Dimensions and total area of the subject parcel, and location and dimensions of existing property lines, easements and rights-of-way within or appurtenant to the subject parcel, with a certification (stamp) of a registered land surveyor, and class of survey
9. \_\_\_\_ Zoning district(s) of the land being subdivided, with zoning boundary lines shown if there is more than one district
10. \_\_\_\_ Location, width and names of existing public, private and paper streets within and immediately adjacent to the subject parcel
11. \_\_\_\_ Names of abutting property owners and property owners within 200' of the subject parcel
12. \_\_\_\_ Location and approximate size of existing buildings or significant above-ground structures on the subject parcel

13. \_\_\_\_ Location and dimensions of all existing utilities within or immediately adjacent to the subject parcel, including gas, electric, water, sewer and stormwater drainage facilities
14. \_\_\_\_ Location of flagged wetland boundaries, watercourses or coastal features within the subject parcel or within 200 feet of the perimeter of the parcel; if there are no such wetlands or coastal features, an affidavit signed by a qualified professional (wetlands biologist, registered professional engineer or professional land surveyor) stating this
15. \_\_\_\_ Existing contours at intervals of two feet (interpolation to 5' from U.S. Geodetic 10' data may be acceptable)
16. \_\_\_\_ Base flood elevation data
17. \_\_\_\_ Location of wooded areas and areas of agricultural use
18. \_\_\_\_ Location of any unique and/or historic features, including stone walls and historic cemeteries, within or immediately adjacent to the subject parcel
19. \_\_\_\_ Proposed building lots, and areas, building setback lines and dimensions of proposed lots, with proposed lot lines drawn so as to distinguish them from existing property lines
20. \_\_\_\_ Location, dimensions and area of any land proposed to be set aside as open space or to be conveyed to the Town of Tiverton for public purposes
21. \_\_\_\_ Locations of existing and proposed permanent bounds (concrete or granite where possible)
22. \_\_\_\_ Location and dimensions of proposed easements and rights-of-way within the subject parcel
23. \_\_\_\_ Proposed streets or street extensions and dimensions
24. \_\_\_\_ Proposed landscaping treatment
25. \_\_\_\_ Grading plan in sufficient detail to show proposed contours for all grading proposed for on and off-site street construction, drainage facilities and individual house lots
26. \_\_\_\_ Proposed soil erosion and sediment control plan, if required
27. \_\_\_\_ Proposed drainage plan, including a profile, and the extension of existing stormwater lines and addition of on-site drainage facilities

28. \_\_\_\_\_ Proposed utilities plan, including the extension and location of gas, electric, street lights, water and sewer, or other proposed utilities as applicable, and/or the location of on-site sewage disposal systems

Note: Developer will be required to prepay to the Town Clerk all costs for streetlight acquisition and installation as well as the estimated electrical bill **for 36 months** of usage prior to street acceptance by the Town

Supplementary information:

1. \_\_\_\_\_ The names and addresses of all property owners, adjoining communities or agencies requiring notification under these regulations
2. \_\_\_\_\_ If applicable, a notarized letter from the property owner to the Planning Board stating that the applicant has been given the specific authority to represent the owner in the matter before the Board
3. \_\_\_\_\_ Calculations determining allowable density based upon the exclusion of unsuitable land from the total land area of the subject parcel, including the total acreage, the acreage of unsuitable land and the resulting total number of units
4. \_\_\_\_\_ Determination if the proposed development or subdivision lies within the Watershed Protection Overlay Districts, or any other area designated by the town or the state for purposes of environmental protection or natural or cultural resource protection
5. \_\_\_\_\_ Soils map of the area, with the locations of any prime agricultural and/or hydric soils within the subject parcel indicated on the soils map
6. \_\_\_\_\_ Drainage calculations supplementing the proposed drainage plan prepared by a registered professional engineer
7. \_\_\_\_\_ Written confirmation from the Director of Public Works that he or his designee has reviewed the proposed sewer plan and design, if applicable, and the preliminary plans for proposed stormwater control and street design
8. \_\_\_\_\_ Written confirmation from the applicable water authority that it is able to provide water service connection to the subject parcel
9. \_\_\_\_\_ Written comments from the Technical Review Committee (*provided by the Administrative Officer*)
10. \_\_\_\_\_ Proposed deed restrictions or protective covenants
11. \_\_\_\_\_ A copy of the request for preliminary determination from RIDEM Wetlands Section, if wetlands exist on the subject property

12. \_\_\_\_ A copy of the application for a preliminary subdivision soil suitability report from RIDEM Individual Sewage Disposal Systems (ISDS) Section
13. \_\_\_\_ An Environmental Review Statement, in accordance with Article VIII Section 5 of the Tiverton Zoning Ordinance, if the proposed development or subdivision lies within the Watershed Protection Overlay Districts
14. \_\_\_\_ A proposed stormwater management plan according to the provisions of Sec. 23-61 of the regulations, if required by the Planning Board
15. \_\_\_\_ Either of the following:  
 \_\_\_\_ A letter to the Planning Board indicating the developer's intent to complete the required improvements prior to endorsement and recording; or,  
 \_\_\_\_ A letter to the Planning Board requesting that security sufficient to cover the cost of required improvements be established by the Board
16. \_\_\_\_ Current filing fee

**This application is being filed for the purpose of being placed on the Planning Board agenda for review. All information in this application is complete and accurate to the best of my knowledge. I hereby authorize duly appointed members of the Tiverton Planning Board and Tiverton Conservation Commission to enter and inspect the property at reasonable times during the review and approval process for the purpose of ensuring compliance with the Land Development and Subdivision Review Regulations and with other applicable portions of the Town Code.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Signature of Professional Land Surveyor

\_\_\_\_\_  
Registration No.

\_\_\_\_\_  
DATE